

RECORDS RETIREMENT REQUEST				ASSIGNED BY CIA RECORDS CENTER JOB NO. 60-213	
Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by CIA Records Center.				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE CALL EXT. 8311 AND REFER TO ABOVE JOB NUMBER.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: Chief, Records Center.		FROM: (Office) Management Staff BRANCH Office of Chief		DIVISION SECTION	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)					
<p>SERIES 1 - Staff Subject File Correspondence, reports and other papers which document the activities of the Chief, Management Staff and reflect policy and procedure for the Management Staff.</p>					
<div style="display: flex; justify-content: space-between;"> <div><input checked="" type="checkbox"/> SHELF LIST ATTACHED</div> <div><input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER</div> </div>					
CLASSIFICATION OF RECORDS This is to certify that the above described records have been reviewed for downgrading purposes. _____ DATE SIGNATURE ASST. CLASS. CONTROL OFFICER			FILE EQUIPMENT OCCUPIED BY RECORDS <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> LETTER <input checked="" type="checkbox"/> LEGAL </div> <div> <input type="checkbox"/> OTHER (specify) <input checked="" type="checkbox"/> NUMBER OF DRAWERS </div> </div>		
APPROXIMATE REFERENCE ACTIVITY PER MONTH None					
LOCATION OF RECORDS					
BUILDING 1016 16th St.	ROOM 601	EXTENSION <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	DATE 9 Oct 1979	SIGNATURE OF RECORDS CUSTODIAN	
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)					
TYPE OF MATERIAL <div style="display: flex; justify-content: center; align-items: center;"> <input checked="" type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD </div>					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None") 					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY Schedule 62-76, Item 1					
BUILDING 1016 16th Street	ROOM	EXTENSION	DATE	SIGNATURE OF AREA RECORDS OFFICER	

*BEST COPY
Available*

6/17/98

CONFIDENTIAL

RECORDS SHELF LIST

JOB NO.

60-213

TOTAL NO. OF CONTAINERS

NOTE: Prepare in duplicate and submit original to Records Center

OFFICE

DIVISION

BRANCH

SECTION

Chief, Management Staff

CONTAINER NO.

DESCRIPTION AND DATES

Appropriations DD/S (Hearings)
 Biographic Profile
 Career Council
 Chain Envelopes (1955) CIA
 CIA Small Charts
 Civil Service Commission
 Confidential Funds Reg. (1944-55)
 Conflict of Interest (1956)
 Contract Employees (1955-58)
 Courses (Training) 1954-58
 Defectors (1950)
 Dispatch & Pouch Procedure
 Elint
 Employment Review Board (1956)
 Fitness Report Task Force
 Fringe Benefits (1954)
 Field Trip Report by DD/S
 Guard Service (1952)
 Hazardous Pay
 Hoover Commission
 Ideas
 Incentives
 In and Out Casuals *Commission*
 International Commission (1956)
 Integration
 Legislation Opinions of General Counsel
 Legislation Correspondence (1956)
 McArthur (Hearings) Intelligence Excerpts (1957)
 Management Activities & Reports (1954)
 Management Program (1954)
 Manpower (Work Papers)
 Background Material
 Manpower (Davis Committee)
 Manpower Folder 1 ~~1~~ *T.S. #143255*
 Minutes DD/S Meetings (1954-58)
 Mobilization (1946-1955)
 OCD Complaints (1949)
 OO General
 Office of Training (Chart)
 OPC Planning
 Orientation & Indoctrination Course
 Overhead (Macy)
 Passport Procedure (1955)
 Patent Board (1951-1952)
 Peripheral Reporting
 Personnel Actions 1952-1956
 Personnel Actions (1954-1956)
 Projects Special Detail (1956)

Proprietary (1954)
 Psychological & Psychiatric
 Program (1954)
 Psychological Warfare
 Intelligence (1951)
 Rebadging
 Receptionist
 Reference Ctr. CIA (48-55)
 Reorganization CIA-1951
~~Regulations - Accountability of~~
~~Controlled Distribution~~
 Reorganization -OPC
 Reorganization Planning (1951)
 Reports, Consultants (Jan '57)
 Reports - NSC (282)
 Reports, ORR Intelligence
 Projects
 Reproduction Project (GPO
 Plant, etc)
 Requirements (1950-54)
 Review & Simplification of
 ORR Time Distribution -
 Economic Area
 Seals CIA
 Security-General
 Senior Representatives
 Signal Center
 Situation - Room (1950)
 SQDB Reports (1950)
 Source Control Instructions
 (Preparation of Annual
 CIA Budget, 1950)
 Soviet Commentary Lists,
 (1950)
 Soviet (1950-1951)
 Suggestions (1953-1957)
 Thermoprinter (1950)
 Travel-Orders & Vouchers
 (FY 1958)
 Vital Documents
 Wringer File

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